



## ADMINISTRATIVE DIRECTIVE

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UNIFORMS FOR CITY FIELD AND SHOP PERSONNEL	May 1, 2000	

### I. PURPOSE

To establish procedures for the distribution, control, and use of uniforms for City field and shop personnel.

### II. DEFINITIONS

**A. Eligible Field and Shop Personnel** - Employees whose duties require protective clothing or contract with the public, and whose classifications are on the master list (see attachment - "Master List of Classifications Entitled to City Provided Uniforms"). Commissioned personnel in the Police and Fire Departments are excluded. Field and shop uniforms are worn in the following departments:

City Court	Operations	Solid Waste Management
Community Services	Parks and Recreation	Transportation
Convention Center	Police	Water
Library	Procurement	

**B. Uniform Set** - One shirt and one pair of trousers

**C. Ordering Group** - The group of employees identified by their department who will be scheduled to order uniforms at the same time. Employees may be grouped by department, division, section, activity, etc.

**D. Issue Month** - The designated month, determined by the Procurement Buyer, when an ordering group is issued uniforms. (In order to spread uniform purchases throughout the year, issue months will be staggered for different ordering groups.)

**E. Issue Year** - The 12 month period beginning with each issue month.

### III. POLICY

**A.** All positions in the Trades and Labor Pay Ranges (ranges 207 and above), with the exception of positions assigned to administrative tasks, are eligible for the regulation field and shop uniforms described in Section IV. Other positions eligible for regulation field and shop uniforms, as specifically authorized by the City Manager's Office, are listed on the attached Master List.



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**B.** Employees not provided City uniforms, and employees who are provided City uniforms, but who desire more uniform garments than allowed by this directive, may purchase uniforms at the City contract price. All uniforms bearing a City insignia shall be used for City work only.

**C. Departments shall ensure that:**

1. a position is authorized to receive uniforms by the City Manager's Office before uniforms are ordered (see Section V for procedure), and
2. only the type of uniform specified by this directive for each position is ordered.

**D.** Wearing uniforms as described by this directive shall be mandatory with the following exceptions:

1. Employees who are required to wear special clothing as designated in City Safety or OSHA regulations.
2. Employees who cannot wear uniforms for health reasons as determined by the City physician.

**E.** Employees shall be responsible for laundering and maintaining uniforms. Uniforms may not be worn for non-City business.

## **IV. UNIFORM SPECIFICATIONS**

**A. Regulation Field and Shop Uniforms:** The regulation City field and shop uniform shall consist of western cut or industrial trousers and coordinated polyester/cotton work shirts or white shirts, as designated by the department. Color of material shall be at the discretion of the department director. Sleeve length may be long or short, at the option of the employee, unless OSHA regulations stipulate sleeve length for a particular position.

**B. Placement of City Insignia:** The City emblem shall be centered on the left sleeve immediately below the shoulder seam, or directly above the left shirt pocket, or both. Departmental emblems may be provided at the option of departments and shall be worn centered on the right sleeve of the shirt immediately below the shoulder seam, or centered on or above the front pocket. Departments shall ensure that the vendor, not employees or departments, attach the emblems.



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**C. Special Uniforms:** The City Manager must authorize all special uniforms. (See Section V for procedure.)

**D. Jackets:** At the time of initial uniform issue or any replacement issue, an employee may elect to receive a jacket or coverall as a substitute for one of the uniforms. Effective July 1, 1999, employees shall be provided a jacket in addition to the replacement uniforms.

**E. Caps:** City provided caps are authorized for all employees who work in the sun and who are authorized to receive uniforms. The use of caps is encouraged to reduce the potential for any adverse effects due to prolonged exposure to the sun. Replacement will be issued only when a cap is sufficiently worn to warrant replacement.

**F. Supervisors and Inspectors:** Supervisors and Inspectors may be issued better quality trousers and shirts, however, the cost of the initial issue and annual replacement issue of these items must be less than or equal to the cost associated with standard issue trousers and shirts.

**G. Additional Protective Clothing:** A limited number of coveralls, carpenter and painter overalls, carpenter and painter pants, welder uniforms, protective hats, and smocks selected by the departments shall be provided at the discretion of departments.

**H. T-shirts:** At each department's discretion, employees may substitute T-shirts in lieu of regulation shirts, provided the cost of the T-shirts are equal to or less than the cost of regulation shirts.

**I. Coveralls:** Effective July 1, 1999, employees will be allowed to substitute a coverall for one of the replacement uniforms. Effective July 1, 2000, employees will be provided coveralls in addition to replacement uniforms, and may substitute an additional coverall in place of one uniform set.

## V. OBTAINING AUTHORIZATION FOR CITY-PROVIDED UNIFORMS

Departments shall ensure that an employee's job classification is listed on the master list before a uniform is ordered for that employee (see attachment). To obtain authorization for classifications to receive either regulation uniforms or special uniforms, department directors shall send a memorandum to the department of Procurement stating:

**A.** The number of employees (by organization number, classification, and pay range) included in the request, and



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- B. A thorough explanation of why uniforms are needed.

**For special uniform requests**, directors shall also:

- C. Describe the special uniform(s), and explain why a regulation uniform is inappropriate,
- D. If the number of special uniforms to be issued to each employee is different from the standard issue described in Section VI B, explain why, and
- E. List the estimated cost of each special uniform item, and the total cost for the department's special uniform request.

The Department of Procurement will consolidate all department requests into one memorandum for review and decision by the City Manager's Office. Approved requests will be filed at the Department of Procurement and the requesting department will receive a copy of the approval.

## VI. **UNIFORM ISSUE AND ALLOWANCE**

### A. **General**

1. When an employee is transferred to a position requiring a uniform, or promoted to a position that requires a different uniform than has been issued to the employee, that employee may receive a new issue of uniforms appropriate to the new position.
2. All uniforms to be replaced shall be sufficiently worn to warrant replacement. Employees may keep any worn uniform items that are replaced, however all City insignia must be removed before wearing for personal use.
3. If an employee's uniform is destroyed under unusual job-related circumstances, a replacement may be issued as soon as possible. Except for unusual job-related circumstances, no employee shall be issued more than the number of uniform sets specified in this directive during any 12-month period. However, employees may replace, at their own expense, uniform items beyond the limitations established in this directive.
4. Uniform replacements need not be issued in "sets" (consisting of a pair of pants and a shirt). An employee may select any combination of uniform items that does not exceed the cost of the replacement set(s) to which the employee is entitled.



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### B. Permanent Full-Time Employees

1. **Initial Issue:** Permanent full-time employees are issued five (5) uniform sets at the time of employment.

2. **Annual Replacement Issue:** Permanent full-time employees, employed the full issue year, are issued up to four (4) uniform sets per year as replacements. Effective February 1, 1998, employees shall be allowed to substitute a jacket or coverall for one of the replacement uniforms. Effective July 1, 1999, employees shall be provided a jacket in addition to the five replacement uniforms and shall be allowed to substitute a coverall for one of the replacement uniforms. Effective July 1, 2000, employees shall be provided a jacket and coveralls in addition to the five replacement uniforms, and may substitute an additional jacket or coveralls for one or more of the replacement uniforms.

3. **Annual Replacement Issue - New Employees:** For new employees who have not been employed for their ordering group's full issue year, the employee's department shall prorate the replacement allowance, based on the number of months worked by the employee. **For every full three (3) month period the employee has worked** (calculated from the date of employment to the first day in the issue month), **one (1) replacement set will be allowed to replace worn uniforms from the initial issue.**

**Example:** If the issue months for an ordering group is March, an employee begins work August 1st: **(1)** the employee will be given an initial issue of **five** uniforms August 1st, and **(2)** the following March the employee will be issued up to two uniform sets to replace worn uniforms (the **two** replacement sets are based on the employee working only two full three-month periods between August 1 and March 1).

### C. Permanent Part-Time Employees

At the time of employment with the City, permanent part-time employees shall be issued two (2) uniform sets and annually thereafter, no more than one (1) replacement set.

### D. Temporary, Hourly (including seasonal and intermittent), Contract, and Provisional Employees

1. Temporary, hourly (including seasonal and intermittent), contract, and provisional employees, who are filling positions on the master list, may receive uniforms at the discretion of their departments.



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2. Such employees may be issued new or used uniforms, at the department's discretion. However, no more than two (2) new uniforms may be issued. If the employee needs only trousers or only shirts (i.e., not a uniform set), no more than two of these items may be issued.

### VII. UNIFORM ORDERING

A. To provide reliable estimates for bid call proposals, departments, when requested by the Procurement Buyer, shall send to the Department of Procurement the following estimates (for the period specified by the Procurement Buyer):

1. The total number of pairs of trousers by type and color.
2. The total number of shirts by type, color, and sleeve length (short or long).
3. The total number and type of overalls and coveralls.

B. The department director, division administrator, or other delegated authority is responsible to authorize departmental uniform purchases for City Manager approved classifications included on the attached Master List. Departments requesting uniforms shall complete and transmit to the Budget and Research Department a Purchase Requisition showing the total number and total estimated cost of the uniforms.

C. The department's assigned Budget Analyst will review the Purchase Requisition to assure money is available, and will transmit the Purchase Requisition to the Department of Procurement for processing.

D. Ordering groups shall send a list of sizes to the City's uniform vendor 30 days prior to desired pick up date (which will be in the issue month).

E. A department director, division administrator, or other delegated authority, will issue an authorization form to individual employees ordering uniforms directly from the vendor. The authorization form will indicate, at a minimum, the employee's name and City employee number, purchase order number, a description of the clothing item(s) and quantity needed, the current date, and an expiration date. (See attachment - "Examples of Suitable Authorization Forms"). The employee will give the authorization form to the vendor and present their city identification card at the time of the purchase.

F. Departments shall ensure that all uniforms to be picked up have emblems attached by the vendor.



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**G.** The department of Procurement shall monitor the supplier to assure that uniform quality and availability are maintained as specified in the contract with the City.

### **VIII. UNIFORM DISPOSITION UPON TERMINATION OF EMPLOYMENT**

#### **A. Permanent Employees**

At separation from the City, permanent employees may, at the discretion of their department, be required to turn in their last issue of uniforms. All employees not required to turn in uniforms shall remove all City insignia before wearing for personal use.

#### **B. Temporary, Hourly, Contract, and Provisional Employees**

At termination of employment, temporary, hourly, contract, and provisional employees shall turn in all City uniforms (laundered) to their department.

### **IX. APPENDIX**

- Attachment - Master List of Job Classifications Entitled to City Provided Uniforms.
- ☐ Attachment - Examples of Suitable Authorization Forms

### **X. RESPONSIBILITY FOR REVIEW**

The Director of Human Resources will review and revise this directive as needed.

**AUTHORIZED:**

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**CITY MANAGER**

**MASTER LIST OF CLASSIFICATIONS ENTITLED TO CITY PROVIDED UNIFORMS****I. REGULATION FIELD AND SHOP UNIFORMS**

All positions in the Trades and Labor Pay Ranges (ranges 207 and above), are eligible for the regulation field and shop uniforms described in Section IV of the directive, except (1) positions assigned to administrative tasks, and (2) positions authorized special uniforms.

In addition, the following positions are eligible for regulation field and shop uniforms:

**LIBRARY DEPARTMENT**

Activity	5026	Library Courier
	5031	Electronic Systems Technician
		Senior Electronic Systems Technician

**OPERATIONS DEPARTMENT**

Activity	4102	Communications/Electronics Technician
		Facilities Design and Management Supervisor
	4112	Custodial Services Supervisor
	4202	Fleet Control Supervisor
		Fleet Services Supervisor
	4322	Communication/Electronics Technician
		Senior Communication Systems Technician
		Storekeeper I, II

**PARKS AND RECREATION DEPARTMENT**

Activity	6026	Construction Maintenance Workers
	6030	Parks & Golf Area Supervisors
		Horticulturist
	6031	Parks & Golf Area Supervisors
	6032	Horticulturist
		Parks & Golf Area Supervisors
		Parks Tree Maintenance Supervisor
	6033	Parks & Golf Area Supervisors
		Parks District Supervisor
	6034	Parks Construction/Civic Events Supervisor
		Parks Mechanical Maintenance Supervisor
		Parks Shop Operations Supervisor
		Parks & Golf Area Supervisors
	6035	Parks Accommodations Supervisor



**MASTER LIST OF CLASSIFICATIONS ENTITLED TO CITY PROVIDED UNIFORMS****I. REGULATION FIELD AND SHOP UNIFORMS**

	Parks & Golf Area Supervisors Custodial Services Supervisor
6036	Parks & Golf Area Supervisors Parks District Supervisor
6037	Parks & Golf Area Supervisors
6038	Custodial Service Supervisors
6039	Parks & Golf Area Supervisors
6066	Zoo Area Supervisors
6076	Parks District Supervisor
6116	Parks & Golf Section Supervisors Parks & Golf Area Supervisors Golf Starter I Golf Starter II Greenskeeper
6126	Parks & Golf Section Supervisors Parks & Golf Area Supervisors Golf Starter I Golf Starter II Greenskeeper
6136	Parks & Golf Area Supervisors Golf Starter I Golf Starter II
6146	Parks & Golf Area Supervisors Golf Starter I Golf Starter II

**POLICE DEPARTMENT**

Activity	2061	Police Evidence and Supply Clerk Police Evidence and Supply Supervisor Police Identification Supervisor Police Identification Technician Police Latent Print Examiner Senior Police Identification Technician
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**PROCUREMENT DEPARTMENT**

**MASTER LIST OF CLASSIFICATIONS ENTITLED TO CITY PROVIDED UNIFORMS****I. REGULATION FIELD AND SHOP UNIFORMS**

Activity	1352	Lithographic Specialist Reprographics Technician
	1353	Stores Supervisor
	1355	Mail Clerk

**TUCSON CONVENTION CENTER**

Activity	1501	Event Attendant
	1502	Event Attendant Supervisor
	5716	Building Maintenance Worker
	1510	Convention Center Stagehand Supervisor
	1511	Convention Center Stagehand Manager
	1525	Convention Center Operations Superintendant

**SOLID WASTE MANAGEMENT**

Activity	4601	Departmental Safety Specialist
	4615	Environmental Services Inspector Environmental Services Inspector Supervisor Operations Supervisor Refuse Disposal Supervisor
	4633	Operations Supervisor District Supervisor
	4635	Operations Supervisor
	4639	Operations Supervisor District Supervisor Customer Service Representative/Assigned as Scale Operator
	4655	Operations Supervisor

**TRANSPORTATION DEPARTMENT**

Activity	4901	Traffic Enforcement Agent I Parking Services Supervisor
	4913	Operations Supervisor Street Inspector

**Transportation Department (Continued)**

	4930	Construction Inspector I, II
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**MASTER LIST OF CLASSIFICATIONS ENTITLED TO CITY PROVIDED UNIFORMS****I. REGULATION FIELD AND SHOP UNIFORMS**

	Construction Inspector Supervisor Construction Materials Inspector Engineering Permit and Code Inspector Senior Construction Materials Inspector
4931	Construction Inspector I, II Construction Inspector Supervisor Construction Materials Supervisor Senior Construction Materials Supervisor Survey Crew Chief Survey Instrument Technician Survey Technician
4933	Street Maintenance Supervisor
4940	Electronic Systems Technician Senior Electronic Systems Technician Traffic Engineering Aide I, II, III
4941	Engineering Technician
4942	Trades Helper I Meter Repairer I Parking Services Supervisor
4943	Communications/Electronics Technician Senior Communications/Electronics Technician
4946	Inspection Supervisor Environmental Inspector
4948	Engineering Technician
4949	Survey Crew Chief Survey Instrument Technician Survey Technician
4950	Electronic Systems Technician Electronics Bench Technician High Voltage Electrician Supervisor Senior Electronic Systems Technician

Transportation Department (Continued)

4951	High Voltage Electrician Supervisor
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**MASTER LIST OF CLASSIFICATIONS ENTITLED TO CITY PROVIDED UNIFORMS****I. REGULATION FIELD AND SHOP UNIFORMS**

4952	Senior Communication Electronics Technician Communication Electronics Technician Electronics Bench Technician
4953	Street Maintenance Supervisor
4954	High Voltage Electrician Supervisor Operations Supervisor
4959	Engineering Permit and Code Inspector
4960	Street Maintenance Supervisor Painter Supervisor
4961	Street Maintenance Supervisor

**WATER DEPARTMENT**

Activity	7117	Comm./Electronic Systems Technician Senior Comm/Electronics Technician Electronics Bench Technician Water Quality Analyst Utility Service Worker III Water Treatment Plant Operator Maintenance Mechanic I Maintenance Mechanic II
	7127	Water System Operator
	7137	Storekeeper I & II Utility Services Crew Supervisor Water Equipment Maintenance Supervisor Environmental Services Inspector Fleet Services Technician II Heavy Equipment Mechanic II Maintenance Mechanic I Welder II Senior Equipment Operator Equipment Operation Specialist

**Water Department (Continued)**

7157	Cable Tool Driller Maintenance Mechanic I Maintenance Mechanic II
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**MASTER LIST OF CLASSIFICATIONS ENTITLED TO CITY PROVIDED UNIFORMS****I. REGULATION FIELD AND SHOP UNIFORMS**

	Maintenance Mechanic/Electrical Supervisor
7177	Parks Maintenance Worker Groundskeeper Lead Groundskeeper Roads/Grounds Maintenance Supervisor Maintenance Mechanic II Maintenance Mechanic/Electrical Supervisor
7217	Meter Repairer II Meter Repairer III Water Services Supervisor
7227	Utility Service Worker I Utility Service Worker II Utility Service Worker III Corrosion Control Technician Water Services Supervisor Maintenance Mechanic I Maintenance Mechanic II Maintenance Mechanic/Electrical Supervisor
7237	Utility Service Worker I Utility Service Worker II Utility Service Worker III Water Service Locator Utility Services Crew Supervisor
7319	Utility Service Representative
7327	Water Services Supervisor
7428	Construction Inspector I, II Survey Crew Chief Survey Instrument Technician Survey Technician
7431	Chemist, Senior Chemist Technological Intern Water Quality Analyst

**Water Department (Continued)**

7434	Chemist I Technological Intern Water Quality Analyst
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**MASTER LIST OF CLASSIFICATIONS ENTITLED TO CITY PROVIDED UNIFORMS****I. REGULATION FIELD AND SHOP UNIFORMS**

7457	Hydrologic Technician Hydrologist I Technological Intern
7471	Water System Operator Water Treatment Plant Operator Water Treatment Plan Operator - Trainee
7472	Storekeeper I Maintenance Mechanic I Maintenance Mechanic II Maintenance Mechanic/Elect Supv Electrician
7473	Comm/Elect Technician Senior Comm/Elect Technician



# MEMORANDUM

DATE:

TO: PIMA UNIFORMS  
MANAGEMENT

3760 S. Park Ave., Ste. C  
Contract No. 960180

FROM:

SOLID WASTE

4004 S. Park Ave., Bldg. 1  
791-3175

SUBJECT: AUTHORIZATION – UNIFORM PURCHASE

Employee \_\_\_\_\_ Purchase Order # \_\_\_\_\_  
Classification \_\_\_\_\_

Exchange of this form entitles the above named employee to receive five (5) uniforms sets, or the approved substations as listed below:

UNIFORM PANTS: \_\_\_\_\_ NOT TO EXCEED \$ \_\_\_\_\_  
UNIFORM SHIRTS: \_\_\_\_\_

SUBSTITUTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee is required to present City Identification Card to vendor at time of purchase. Vendor will be responsible for purchases made to non-City of Tucson employees and those not employed by the Solid Waste Management Department.

This authorization is valid only within the period of \_\_\_\_\_ to \_\_\_\_\_.  
With the exception of new hires. New hires will be identified by the completion of the section below. Employees who do not meet the date deadline will not be authorized uniforms at a later date.

☐

NEW EMPLOYEE  
HIRE DATE \_\_\_\_\_

\_\_\_\_\_  
Director



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# MEMORANDUM

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DATE:

TO: \_\_\_\_\_  
DIV.

FROM: STREET &amp; TRAFFIC MAINT.

SUBJECT: AUTHORIZATION TO RECEIVE ONE UNIFORM SHIRT TORN IN LINE OF DUTY

In accordance with Administrative Directive 3.02-3, it is mandatory to wear uniforms, displaying the City of Tucson emblem. You are hereby authorized to receive from Pima Uniforms at 3760 S. Park, the following:

QUANTITY	DESCRIPTION
_____ Each	Shirts
_____ Each	Pants
_____ Each	Jacket
_____ Each	Coveralls
_____ Each	Orange Windbreaker

THIS AUTHORIZATION EXPIRES \_\_\_\_\_ .

Authorized by \_\_\_\_\_  
Authorizing Name/Signature  
Street and Traffic Maintenance Division

NOTE: Uniforms are generally ready for pick-up in approximately 7 to 14 days. If a delay is incurred, Pima Uniforms will notify the employee of estimated due date and will call when order is ready for pick-up. Uniforms not picked up within 30 days of notification will be returned.

NOTE TO EMPLOYEE: The uniforms MUST be ordered in one visit. If uniforms are not ordered within the authorized time frame, new authorizations will not be issued. The receiving pick-up forms MUST be in the Street and Traffic Maintenance Division office no later than \_\_\_\_\_ .



# EXAMPLES OF SUITABLE AUTHORIZATION FORMS



## MEMORANDUM

DATE:

TO: PIMA UNIFORMS  
3760 S. Park Ave., Ste. C  
Contract No. 960180

FROM: SOLID WASTE MANAGEMENT  
4004 S. Park Ave., Bldg. 1  
791-3175

SUBJECT: AUTHORIZATION – UNIFORM PURCHASE

Employee \_\_\_\_\_ Social Security # \_\_\_\_\_  
Classification \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Exchange of this form entitles the above named employee to receive five (5) uniforms sets, or the approved substations as listed below:

UNIFORM PANTS: \_\_\_\_\_ NOT TO EXCEED \$ \_\_\_\_\_  
UNIFORM SHIRTS: \_\_\_\_\_

SUBSTITUTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee is required to present City Identification Card to vendor at time of purchase. Vendor will be responsible for purchases made to non-City of Tucson employees and those not employed by the Solid Waste Management Department.

This authorization is valid only within the period of \_\_\_\_\_ to \_\_\_\_\_. With the exception of new hires. New hires will be identified by the completion of the section below. Employees who do not meet the date deadline will not be authorized uniforms at a later date.

☐

NEW EMPLOYEE  
HIRE DATE \_\_\_\_\_

\_\_\_\_\_  
Director

# EXAMPLES OF SUITABLE AUTHORIZATION FORMS



## MEMORANDUM

DATE:

TO: \_\_\_\_\_

FROM: STREET & TRAFFIC MAINT. DIV.

Social Security # \_\_\_\_\_

SUBJECT: AUTHORIZATION TO RECEIVE ONE UNIFORM SHIRT TORN IN LINE OF DUTY

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QUANTITY	DESCRIPTION
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THIS AUTHORIZATION EXPIRES \_\_\_\_\_ .

Authorized by \_\_\_\_\_

Authorizing Name/Signature  
Street and Traffic Maintenance Division

NOTE: Uniforms are generally ready for pick-up in approximately 7 to 14 days. If a delay is incurred, Pima Uniforms will notify the employee of estimated due date and will call when order is ready for pick-up. Uniforms not picked up within 30 days of notification will be returned.

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